



Office of Administrative Services  
Freedom of Information Act Office

October 27, 2015

Mr. Steve S. Hutkins  
Save the Post Office  
P.O. Box 43  
Rhinecliff, NY 12574

Dear Mr. Hutkins:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2015-001023), dated July 28, 2015, in which you requested the following:

"I am requesting copies of all official letters and emails (over the past 24 months) between the GSA and the U.S. Postal Service regarding the proposed relocation of the U. S. post office out of the courthouse and post office building on 201 Jackson Street in Monroe, Louisiana. I am also requesting any reports and studies that were done by the GSA concerning its space needs in the building."

On July 29, 2015, GSA requested clarification of your FOIA request. You replied to our request on July 29, 2015, with the following amended request:

"I am requesting any and all official letters that were sent by the USPS to the GSA and by the GSA to the USPS concerning the federal building and post office at 201 Jackson Street in Monroe, Louisiana, over the past two years. I am also requesting any reports and studies that were done by the GSA concerning its space needs in the building. If communication about the relocation of the post office also took place via email, I am also requesting copies of the emails."

Please be advised that the FOIA provides authority to Federal Agencies to release documents that are specifically identified by the requester. It does not require an Agency to do an all-encompassing search of all records in order to respond to requests.

Enclosed please find documents responsive to your request. These documents represent the responsive records that pertain to your amended request. The

U.S. General Services Administration  
1800 F. Street, NW  
Washington, DC 20405  
Telephone: (202) 501-0800  
Fax: (202) 501-2727

releasing of these documents from our records has been determined to meet the criteria of your request.

- GSA Letter of Notification dated October 22, 2014;
- Concept Building Plans, Monroe USPO/Courthouse; and
- Email Communication between Regional RAM and the USPO.

GSA is redacting some portions of the responsive documents under the provisions of FOIA's sixth statutory exemption (5 U.S.C. 552(b)(6)), which permits an agency to withhold personnel and medical files and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. We have determined that the privacy interests of individual employees outweigh any public interest in the disclosure of the picture identification license cards.

Also, because of the sensitive nature of the building plans associated with this request, GSA is withholding those pages pursuant to the seventh statutory exemption to the FOIA (5 U.S.C. 552 (b)(7)(F), which permits an agency to withhold "Records, building plans or information compiled for law enforcement purposes", but only to the extent that the production of such law enforcement records or information could reasonably be expected to endanger the life or physical safety or any individual.

Based on the above information, this constitutes a partial denial of your request. You have the right to appeal this partial denial of records under FOIA. To do so, you must write within 120 days of your receipt of this letter to:

U.S. General Services Administration  
FOIA Requester Service Center (H1C)  
1800 F St. NW, Room 7308  
Washington, DC 20405

Your appeal must be in writing and should contain a brief statement of the reasons why you believe the requested information should be released. Enclose a copy of your initial request and a copy of this letter. Both the appeal letter and envelope should be marked prominently "Freedom of Information Act Appeal."

This completes our action on this FOIA request. Should you have any questions concerning this matter, please feel free to contact us at our Toll Free number 855-675-FOIA or via email at [gsa.foia@gsa.gov](mailto:gsa.foia@gsa.gov).

Sincerely,

*Travis S. Lewis*

FOIA Program Manager

Enclosures